

## **STAFF REPORT**

Meeting Date: 07/11/08

Agenda Item: 7

To: BEACON Board of Directors  
From: Executive Director  
Date 07/11/08

**Subject: FY 2008-2009 Annual Staff/Consultant Agreements**

### **REQUIRED ACTION:**

- a. Approve Technical Advisor Services, \$5,000, Bailard
- b. Approve Legal Services, \$10,000, Santa Barbara County Counsel
- c. Approve Financial and Accounting Services, \$20,000, Ventura Auditor-Controller
- d. Approve Project Management Services, \$35,000 COM3
- e. Approve Website Services, \$5,000, Pam Baumgardner
- f. Authorize Executive Director to retain the services of Annual Audit Services Contract Not-To-Exceed \$3,500.

### **DISCUSSION:**

Since BEACON has no employees, all functions are carried out by either member agencies' staff or contract consultants. BEACON's operations and activities should be about the same as last year but better reflect actual costs.

BEACON also typically executes annual contracts for auditing with Lutz, Law & Erlbaum, CPAs. The auditor agreement is not currently ready for approval. Therefore, the staff recommendation is to allow the Executive Director to retain their services for a maximum cost not-to-exceed of \$3,500.

It is recommended that BEACON execute a new contract this year for website services. Pam Baumgardner is a City of Ventura employee who also has a website services business. Ms. Baumgardner will be upgrading the BEACON website, posting agenda and reports, and providing website maintenance for a cost not-to-exceed \$5,000.

Recommendations are based upon a consensus of BEACON's administrative staff and reflect the planned expectations with contracts and grants now approved. If there are additional projects approved or sought, additional services will be required.



A California Joint Powers Agency

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City of Oxnard  
City of Port Hueneme  
City of Ventura  
City of Santa Barbara  
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